

Step-by-Step Guide to Hosting a Workshop



1. Review the “What is Expected of Sponsors” information in the Indiana Master Naturalist brochure to make sure your natural resources agency is ready to sponsor a workshop.
2. Talk with local residents and other natural resources agencies to find out if a workshop is already in the planning stages in your area. Gauge how much interest there might be in a workshop if none has been sponsored. Check with the state coordinator (317/232-4143 or gmurphy@dnr.in.gov or check the website for other upcoming classes at www.indianamasternaturalist.org.
3. Select a time frame (most classes are held weekly in the evenings from 6-9 p.m. or 7-10 p.m., but Saturday mornings may be effective as well).
4. Select a convenient location for the workshop. Be sure to find out any meeting room usage fees so you can reflect those in your workshop cost.
5. Schedule speakers for the sessions, including any fees they may charge. These will impact your final course cost. Speaker topics should be within the framework established by the IMN Advisory Council and should include sessions as follows: 2 botany, 2 zoology, 1 geology/soils, 1 water, 1 people and natural resources and 1 miscellaneous related topic that you choose to fit your agency/location.
6. Establish a budget for the workshop. Be sure to include any building rental costs, speaker fees, funds for resource materials to be purchased, refreshments if appropriate, and the \$10/person administrative fee that is submitted after the workshop to the IMN state coordinator.
7. Based on the total costs and the number of individuals you can manage in the class (generally no more than 30 for effective teaching), establish a course fee. This may vary with speaker/material costs, but usually ranges from \$50-80.
8. Submit a workshop application form. This should include your course cost, dates, topics for each session and speakers (if possible).
9. Publicize your workshop. The IMN state coordinator will ensure that your workshop is posted on the IMN website and can send an e-mail notification to all those who have contacted her about workshops in their area.
10. Ensure that staff are informed about the program and are available to handle workshop registrations. General information about the program is available on the website.
11. When the class is full, establish a waiting list for future workshops and contact the IMN state coordinator, who will post a notice on the website that the class is full.
12. Provide speakers with a copy of the “IMN Program Guidelines for Speakers,” available on the website. Ensure that each speaker knows the meeting date, time, location and expected topic. Ensure that each speaker will provide appropriate handouts or will give you a single copy so you can provide handouts. Be sure to ask speakers about their audiovisual equipment and space needs for their sessions.
13. Put together participant notebooks with handouts and good resource materials. Purchase field guides or other resource books as budgeted. The IMN logo is on the website for your use as needed.
14. Plan for room setup to provide convenience for speakers and comfort/friendly atmosphere for participants. Parking, easy access to restrooms, comfortable chairs and tables to write on, ease of visibility of visuals such as slides, flip charts, powerpoint presentations, etc. are some things to consider. Don't forget to use

nametags or name "tents" on tables at each session—remember, each speaker is new even if the students aren't!

15. Plan an icebreaker/get acquainted activity for the first session to help participants learn about each other and prepare for working together.
16. Plan for refreshments and breaks during each session.
17. Ensure that someone from your agency will be on hand throughout each session to serve as the host, timekeeper and speaker assistant. This individual should also keep track of attendance, since participants must complete at least 7 of the 8 classes. After each session, ask participants to complete a speaker evaluation form. You will keep these on file and provide copies to each speaker if they request them. This will help you evaluate speakers for future workshops.
18. At the first session, provide a quick overview of the program. Remind participants about what is required to receive an IMN pin and newsletter subscription.
19. Prepare an "open book" quiz, based on the course content, for the final session.
20. At the last session, make time to talk about the requirements for volunteer service and distribute the volunteer hours forms. Also at the last session, ask participants to complete a course evaluation form. Give the final quiz/test.
21. After the workshop, complete the workshop report form and return it to the IMN state coordinator with the total administrative fee (\$10/participant). You will receive a receipt letter. If your agency requires an invoice for submission of payment, please let the IMN state coordinator know that.
22. Follow up with each course participant to ensure that they have found a location for their volunteer service.
23. Enter names and addresses of all course participants in a locally-maintained database so they might be contacted in the event we develop advanced courses or other materials in the future.
24. As course participants complete volunteer service, notify the IMN state coordinator and provide a copy of volunteer service records for the individual (to include name, address and e-mail for the newsletter). The IMN state coordinator will then send a pin and certificate to you for signature. You will then issue the materials to the new Indiana Master Naturalist!
25. Provide local media with the opportunity to photograph presentations of pins & certificates—this will be good publicity for future workshops that you might host!
26. Send thank you notes to each of your speakers.

Thank you for hosting an IMN Workshop!

If you have participants from workshops held PRIOR to development of the state program, they can obtain pins, certificates and a newsletter subscription if they have completed their volunteer service. Have them send \$10/person, proof of volunteer service and their name/address/e-mail to the IMN state coordinator.

For more information, contact:

Ginger Murphy, IMN State Coordinator
Division of State Parks & Reservoirs
402 W. Washington Room W298
Indianapolis, IN 46204
Phone: 317/232-4143
E-mail: gmurphy@dnr.in.gov
Website: indianamasternaturalist.org



The mission of the Indiana Master Naturalist program is to bring together natural resource specialists with adult learners to foster an understanding of Indiana's plants, water, soils and wildlife, and promote volunteer service in local communities.